



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**

**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**

No. 107, series of 2021

**TO : CHED REGIONAL OFFICES**

**SUBJECT : CLARIFICATION ON THE REIMBURSEMENT OF TRANSPORTATION EXPENSES BY THE TES-3B**

**DATE : 12 APRIL 2021**

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In line with the clarification made by the UniFAST Secretariat Office through the Memorandum from the Office of the Executive Director dated 18 March 2021, the office of the undersigned reiterates that:

*“In relation to the query of UniFAST Regional Coordinators on whether transportation expenses may be reimbursed by TES-3B or the additional grants under the Tertiary Education Subsidy (TES) Program as provided for by Section 7 (e) of Republic Act No. 10931 or the Universal Access to Quality Tertiary Education Act, please be informed that said expenses are reimbursable under TES-3B provided that:*

- 1. The transportation expense is an expense necessary to comply with the requirements for licensure examinations;*
- 2. An official receipt for such expense, along with other documentary requirements as specified in Section 3.3 of UniFAST Memorandum Circular No. 01 series of 2021, is submitted to the higher education institution for purposes of availing TES-3B; and,*
- 3. The official receipt for said expense, along with other documentary requirements, was submitted within the period of validity of the claims, which is two (2) fiscal years covering the period starting from the claimant’s date of graduation, provided that claimants who submitted their claims prior to the issuance of MC No. 01 series of 2021 shall be given due course.*

*The purpose of transportation expenses must be indicated in the “remarks” column in the notarized letter of intent to be reimbursed through TES-3B to be submitted by the grantees. In accordance with Section 3.5 of MC No. 01 s. 2021, the UniFAST Regional Coordinators shall validate whether said expenses are necessary expenses to comply with the requirements for licensure examinations and can still be reimbursed by TES-3B.”*

Attached herewith is the Memorandum from the UniFAST Secretariat Office of the Executive Director dated 18 March 2021 and its attached template for the Letter of Intent to be Reimbursed through TES-3B.

For your information and guidance.

  
Milla Lily Freida Macabangun  
Date: 2021.04.12 11:54:31 +08'00'  
**ATTY. LILY FREIDA C. MACABANGUN-MILLA, CESO IV**  
Officer-in-Charge, Office of the Executive Director IV



\_\_\_\_\_ [ date ]

**[ CHED REGIONAL DIRECTOR or OIC ]**

[ Position ]

[ CHED Regional Office ]

[ CHEDRO Address ]

Dear **[ CHEDRO DIRECTOR OR OIC ]**:

I, [NAME], a graduate of [PROGRAM] of [COLLEGE/UNIVERSITY] in [ACADEMIC YEAR GRADUATED], hereby signify my intent to be reimbursed for the following expenses for obtaining my first professional credentials or qualifications through TES-3B:

Item Expense	Amount	Remarks
<b>TOTAL</b>		

Also attached to this letter are the supporting documents as required by Memorandum Circular No. 01 Series of 2021 or the Supplemental Guidelines on the Disbursement of TES-3B.

Very Truly yours,

**(SIGNATURE)**  
**[ NAME OF STUDENT ]**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ at \_\_\_\_\_, Philippines, who exhibited his/her \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

**NOTARY PUBLIC**

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*Page No.* \_\_\_\_\_  
*Book No.* \_\_\_\_\_  
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